



## **JOB DESCRIPTION**

Title: **UTILITY PLANNER I**  
Department: Power  
Class Code: 3335  
FLSA Status: Non-Exempt  
Effective Date: June 8, 2001 (Rev. 03/2009)  
Grade Number: 17

### **GENERAL PURPOSE**

Under general supervision from the Senior Planner and Planner II in field related duties: assist the GIS Specialist in the inventory of the electrical system: Blue Staking of electrical and fiber optic lines, and maintains records pertaining to the planning department.

### **EXAMPLES OF DUTIES**

- \* -- Reviews completed construction projects to verify construction in accordance with the work orders. Redlines changes to the work order.
- \*-- Inputs data related to the field inventory of the transmission and distribution systems into data base on the AS-400 for use by the Arc-Info mapping system.
- \*-- Maintains records on the As-400 and card files for all substation transformers, regulators, and distribution transformers.
- \*-- Performs all Blue Staking for the electrical and telecommunication systems of the Power Department.
- Assist the Engineering Manager and Senior Planner in the staking of construction projects for the Murray Power Department.
- \* -- Approves the service locations in new house plans.
- Uses Auto Cad and Arc View to create drawings and small work order drawings.
- Uses the HTE program to create work orders material list, and closing work orders to proper accounts.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from High School plus an Associates Degree in the electrical or CAD/Design Field and one (1) year experience in electric utility engineering/planning or equivalent combination of education and experience.

### Special Requirements

- Must possess a valid Utah Driver License.

### Necessary Knowledge, Skills & Abilities

- Knowledge of personal computers, spreadsheet maintenance, and word processing.
- Knowledge of surveying techniques.
- Knowledge of Arc View and Auto Cad.
- Knowledge of data bases and record keeping.
- Ability to interface with the public.

## **TOOLS & EQUIPMENT**

- Personal computer including word processing and spreadsheet software; phone; copy and fax machine, and other equipment pertaining to this position.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; walk, talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must be able to meet DOT hearing standard requirements.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts in high, precarious places and is occasionally exposed to wet and/or humid conditions, ambient air, temperature extremes, fumes or airborne particles, traffic, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate, but occasionally high.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.